



Stone Lake Estates HOA Board Meeting Minutes April 19, 2016

Board members present: Deb Gardner, Elaine Stebbins, Sean Murphy, Karen Dubrow, Dianne Reis, Mark Johnson, David Tacher, Linda Ali and Carol Troyer.

Board members absent: None

Homeowners present: Eric Reis (5904 Pebblestone).

The President called the meeting to order at 7:03 PM.

Open Forum: Nothing to report.

The President opened the board's working session at 7:03 PM.

Secretary's Report:

- **Approval of Minutes:** — It was moved and seconded to approve the minutes from the March 15, 2016 meeting. The President requested a change to the minutes which was not adopted. A typographical change was identified and corrected. The minutes, as amended by the said correction, were approved unanimously.

Landscaping Report:

- **Fall Grant:** The request for reimbursement from the City was submitted on March 31, 2016. The \$9,949 request is working its way through the City approval process.
- **The Annual Cleanup Day** was held Saturday, April 9, 2016. Approximately thirty five Homeowners attended to the beautification activities for the HOA property and adjacent areas. The bags of leaves and other organic materials should be picked up by the City this week. The number of volunteer hours needed for the Spring Grant was exceeded.

Social Report:

- **The Easter Egg Hunt** was held on March 26, 2016 with between 20 to 30 children attending. After the hunt, the reusable eggs were gathered and returned to the storage unit for reuse next year.
- **The next activity** is the National Night Out in October. A July 4th activity was briefly discussed, but it was generally believed that with the many competing July 4th activities around the City and the surrounding areas, a July 4th activity for the HOA would not be viable.

- The storage unit contains supplies that we should use rather than purchasing new supplies for future activities. A short discussion ensued regarding accessing the storage unit and the possible preparation of a document which would be a guide for this Board and future Boards which would describe the storage unit, its location and how to access it with passwords, keys et al. This document could be expanded beyond the storage unit and include other assets and locations of HOA assets, both physical and virtual. Passwords, keys, locations, switches, timers and other items need to be preserved and communicated to Board members so that they can carry out the activities of the HOA. A possible field trip to visit the storage unit (taking note of the available materials and files stored there) and HOA facilities (pond facilities tour and other HOA facilities) was briefly discussed and may be organized in the future.

Communications Report:

- The monthly newsletter was distributed April 1st. The current email list for the Newsletter contained several outdated email addresses and is being updated. At this point, the old 223 email recipients has been reduced to 194 email recipients after deleting outdated email addresses of previous Homeowners.
- The open rate for the Newsletter increased to 63%.
- A brief discussion regarding a process to keep the Communications email list up to date was held. It was noted that some Homeowners have opted not to receive the Monthly Newsletter and should not be included, so full roster of Homeowners should not be used. The Treasurer receives a notice and change fee when a property is sold, but does not receive a new email address in the case of every sale. The Treasurer will continue to distribute notices of changes in ownership received and will expand the distribution (beyond Treasurer, Secretary and Communications) to include other Board members needing this information. When we do not receive an email address, the new Homeowner will need to be contacted so that the records can be updated as we rely on email in many instances to communicate with Homeowners. Revival of the Welcoming Committee may be an option.

Safety Report:

- One alert regarding a man attempting to lure a child into a vehicle was distributed.
- Alerts and incidents occurring within the following boundaries will be distributed: Midway to Preston and Parker to Frankford.
- “Distraction burglaries” have been occurring in the City and were reported by the Plano Police. A distraction burglary is described as one where a homeowner is engaged by one perpetrator (at the front door or out on the property) and the homeowner is directed to one side of the property for a gas leak, broken sprinkler head, or other issue

needing attention) while another perpetrator enters the residence to burgle the home from a different direction.

- It was mentioned that some properties in the subdivision have experienced gas leaks around the meter or the gas lines as our homes have aged. All Homeowners should check their respective gas meters and lines for any hint of gas (smells like rotten eggs). Any gas leaks need to be reported immediately to the gas company and remedied as soon as possible.
- If you see anything that needs repair or replacement (broken street light, etc) by the City, then you can notify "Fix it Plano" on the web. This site has been very responsive in the past.

Planning & Zoning Report:

- No new Zoning requests have been made that would impact the subdivision or the HOA Property or any adjacent areas. The closest case involves a rezoning case to allow an arcade in the NE corner of Park and Coit.
- No new requests were submitted to the Architectural Control Committee during the past 30 days.

Treasurer's Report:

- The checkbook for current operations has approximately \$78,000 (includes the recently received Annual Assessment) and reserves in savings are approximately \$42,000.
- The Annual Assessment collection is winding down with only 25 outstanding accounts remaining to be paid. Late notices will be sent at the end of the month with another request for payment of the principal amount, plus a \$25 late fee.
- The annual tax return was filed in early April.
- The Rendition form was filed in early April.

Old Business:

- **Committee to review the Bylaws and Covenants:** The Bylaws and Covenants Committee met this past month to organize and create a Mission Statement. The purpose of this Committee (as stated in its Mission Statement) is to propose Amendments to the Covenants and Bylaws. Any such proposed amendments approved by the Committee are to be submitted to the Board for approval before the Board submits any proposed amendments at the 2016 Annual Meeting. It was moved and seconded that the Mission Statement be approved by the Board. The motion passed unanimously.

- **2014 Landscaping Violation Letters (“Letters”):** Further discussion on any Board action regarding the Letters was tabled until the June meeting.
- **Discussion regarding how to approach a Homeowner whose fence needs maintenance:** This matter was tabled until the September meeting.

New Business:

- **Landscape and Irrigation Maintenance Agreement:** This Agreement was discussed in detail. It was moved and seconded that the HOA enter into this Agreement with the City. Concerns were discussed regarding the HOA agreeing to these terms and conditions as a condition to receiving funds from the City for the Spring Grant. The form of the Contract was prepared and issued by the City of Plano and we were informed that the City would not accept any changes to their form. The Spring Grant and any future grants are subject to having this Agreement in place between the City and the HOA. Key provisions noted were (1) requirements for the HOA to furnish insurance and insurance certificates to the City for certain work described in Sections 3, 4 and 5 of the Agreement and the insurance requirements of Exhibit “B”, and (2) the right of either Party to terminate the Agreement with 90 days written notice. Amendments to the motion were proposed to (1) insert “None” on Exhibit A, (2) minimize the area described on Exhibit A Plat to only the City owned property along Plano Parkway and Parkwood by highlighting the plat to indicate only those areas would be subject to the Agreement and (3) gateway areas will not be included under this Agreement. The motion, as amended, passed.

Next meeting will be held May 17, 2016 at 7:00 PM at Stebbins’ home at 1408 Tree Farm.

Meeting adjourned at 8:52 PM.